Records Management Web Site
Update #05

The following items describe the changes made to the Records Management Web Site during the months of April and May 2001. The items are listed by page as they appear on the Records Management home page. These changes will be published in a numbered memo. In addition to the changes shown here, re-linking web pages to attachments and correcting the web pages was also performed.

DOE Records Management Home Page

➢ Policy, Guidance, and Publications was linked to the wrong web page.
➢ Removal of the What's New link on the web page because same information available through the Current Additions and Changes link found on same page. Replacing What's New with E-Mail Pilot link.

Pg 1 – Strategic and Tactical Plans

➢ Inserted missing DOE Banner on the Tactical Plan web page.
➢ Inserted missing images to section 4.0 Records Management Program Elements, 5.0 Records Management Technical Elements, and 6.0 Records Management Technology Enhancements.
➢ Inserted all missing links on the Road Map Products web page.
➢ In 2001 Numbered Memos, added 01-19 and Attachment 1 – Technical Report to Accompany ISO-15489.
➢ In 2001 Numbered Memos 01-15, added Excel file, Attachment 3 – Example Estimate for Workers Compensation Records (Richland).
➢ In 2001 Numbered Memos, added 01-20.

Pg 2 – Policy, Guidance, and Publications

➢ Corrected the link for Att1-005.pdf and Att1-09.pdf in 2000 numbered memos web page.
➢ Corrected the link for RM96-04.
➢ Corrected the link for Adminrs.htm web page.
➢ Corrected the link for RS-DOEAdm03.pdf under the Procurement, Supply and Grant Records web page. Also corrected the "Back to Records Management" link at the bottom of the page, it was linked to the wrong Records Management page.
➢ Updated links to the Directives and Forms web pages, after the DOE Directives/Forms Web site's URL changed.
➢ Corrected the link for the Annual Information Update web page.

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Pg 3 – Records Disposition Schedules

- Corrected the "Back to Records Management" link at the bottom of the DOE Programmatic Records Schedules page, it was linked to the wrong Records Management page.
- Uploaded the following files for the Records Disposition Schedules web page: AEC-Admin Records, AEC-Power Reactor Records and AEC-Nuclear Power Plant Docket Records.
- Loaded the following schedules to the web:
  1. Environmental Records with Additions to Section 1.b. (4), 1.d. (9), and 1.k. (1)
  2. Work for Others & CRADAs
  3. Research & Development Records
  4. Amendment to the Nuclear Weapons Records Schedule

Pg 4 – HQ Records Storage Support

- Updated links to the Directives and Forms web pages, after the DOE Directives/Forms Web site's URL changed.

Pg 5 – DOE Records Management Points of Contact and Organizational Charters

- Updated contacts on the Headquarters Liaison Officers web page found under the DOE Records Management POCs link.

  Corrections were made to the following individuals' information:
  1. Elizabeth Ray   Listed under OA-1
  2. Ammie McCoy   Listed as an Alternate for MA-2
  3. Mary Ann Johnson   Listed as Primary for MA-2
  4. Lynette Bandy   Listed as Primary for MA-4

Pg 6 – Records Management Links And Finding Aids

- Updated links to the Directives and Forms web pages found, after the DOE Directives/Forms Web site's URL changed.

Pg 7 – Training in Records Management

➢ Added information to the Training web page, which included a link to the NARA training web site also links to the EPA and DOI Records Management and Training Web sites.

Pg 8 – Upcoming Events

Pg 9 – What's New

➢ What's New link has been removed and replaced with a new Pg 9 – E-Mail Pilot link.

New Pg 9 – E-Mail Pilot

➢ E-mail Point of Contacts
➢ PowerPoint Slide Shows
➢ E-mail Pilot Information
➢ Draft E-mail Policy Documentation
➢ E-mail Pilot Program Presentation (PowerPoint)
➢ Link to CIO web page
➢ Link to TrueArc (ForeMost Enterprise Electronic Recordkeeping System)